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To use a bookmark:

1. To show the Bookmarks palette, click the bookmark tab on the left border of the document pane. If you do not see the bookmark tab, choose Window > Show Bookmarks to open the palette or click the Show/Hide Navigation Pane button in the menu bar. The Navigation Pane and its tabs will appear. You may need to or click the Bookmarks tab to bring the palette to the front of its group.

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2. To jump to a topic using its bookmark, click the bookmark's icon or text in the palette. To view the subheadings in a chapter, click the plus sign next to a chapter. The chapter will expand to show its subheadings.

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